

Version: Original	<b>D Sutton &amp; CO Marine Ltd (DSC)</b> <b>Health and Safety Training Policy</b>	Approved by:
March 2023		

**1.0 Purpose**

The purpose of this policy is to provide consistent general and specialized health and safety-related training throughout all levels of the organization to ensure the safety of employees.

**2.0 Policy**

DSC will provide all necessary health and safety-related training that is prescribed and necessary to allow workers to be competent in the performance of their tasks thus reducing the likelihood of accidents/ incidents. All employees will be required to participate in the training being provided.

All employees/ supervisors will be provided with training upon hire, “orientation training”. This training will include DSC policies and procedures as well as required legislative and job-specific training as determined.

Training will also be delivered when a job task is introduced, changed, or as a general refresher to ensure competency. Policy and procedure updates will also be communicated with appropriate staff.

All training records will be kept and maintained by the supervisor/ employer. It is the employer’s responsibility to ensure that employees are provided with the appropriate resources to do their job safely.

**3.0 Training Matrix**

DSC will ensure all employees and supervisors are trained in their roles and responsibilities in the workplace. To assist in fulfilling this, DSC will identify legislative training required, as well as job-specific training, to be delivered to workplace parties. This training will be captured on a training matrix as an attachment to this Policy.

**4.0 Review**

This policy shall be reviewed as often as is necessary to remain up to date.

<b>Version</b>	<b>Changes</b>	<b>Date</b>
Original	Original	2023-03-01

**5.0 Attachments**

Training Matrix